

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF
October 15, 2014

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (14-10-01)

 X Tom Jones- Chair
 X Boots Sheets- Vice Chair
 X Roger VanSickle- Secretary
 X Erwin Dugasz
 X Ed Helvey
 X Tim Dempsey

Staff present for the meeting:

 X Denny Schooley-Executive Director
 X Crystal James-Operations Director
 X Ginny Berry-Marketing and Public Relations Specialist
 Ab Tonya James- Mobility Manager
 X Tina Smith-HR Coordinator
 X Ed Pierson-Facilities, Assets, and Technology Manager
 Ab Grant Bias-Operations Supervisor

a. Approval of Absences (14-10-01)

No absences

b. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (14-10-02)

a. Agenda for October 15, 2014

Denny noted a revision to the agenda. The Finance Committee did meet on Oct. 14, 2014.

b. Minutes of September, 2014

It was moved by Roger and seconded by Ed to approve the Consent Agenda (14-10-02). Motion passed.

4. Reports

a. Board Committees

i. Finance

See minutes under 7.f. and 7.g.

ii. Legislative - no meeting

iii. Local Funding Committee - no meeting

b. Department

See Ed's update on phone service under 6.b.

c. Executive Director

Denny explained that he met with Auditor George Kaitza about continuing to be our fiscal officer and he declined. George recommended one of the township treasurers. Denny asked the Board for guidance on selecting a fiscal officer and revising DATA's By Laws. It was decided that Denny would revise the By Laws and bring them to the next Board meeting, and then discuss selecting a fiscal officer again at that time.

Denny invited everyone to attend the ODOT Transit Needs meeting next Thursday at 1:00 at MORPC. This group was established to help determine the funding needs of transit and how those funds should be used.

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5. Financial Status

a. Approval of financial status for month ending September, 2014 (14-10-03)

It was moved by Ed and seconded by Tim to approve the Financial Status (14-10-03). Motion passed.

6. Unfinished Business

a. Business Plan - No new updates

b. Telephone Service Provider

Ed explained that SIP service would require a start-up fee, and does not offer service to fax lines. We would have to maintain our two fax lines with Time Warner and lose our multiline discount with them. Overall, there is no significant benefit or cost savings to switching our phone service from Time Warner to SIP.

7. New Business

a. Update on Title VI Surveys--Ginny (no action)

Ginny explained that we are required by the FTA to administer a survey twice a year. A survey was recently issued on our fixed routes only. On that day, 186 rides were taken, and 86 survey responses were received. The findings were as follows:

- 38 out of 86 responders were at or below poverty level.
- The most popular type of trip was shopping (32), and then work (30).
- Ethnic groups were: 49 white, 12 black, 2 Hispanic, and 8 Asian.
- 17 responses requested Saturday service.
- Overall comments were very positive with a few suggestions for improvement and/or added service.

The surveys indicated that passengers are learning to use more than one fixed route in the same day. On the day the survey was given, 24 people rode more than one route.

Ed asked if the survey cards were issued in Spanish. Ginny said no, but that is definitely something to consider for the future.

Ginny announced that she will be presenting at an ESL (English as a second language) class at Orange Library. She explained that this will be a very diverse group.

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b. Approval of Contract Addendum for MKC (14-10-04)

Denny explained that the original contract asked for an addendum for each phase. Recently, MKC sent an addendum that combined phases. The Prosecutor has corrected this, and we are waiting on MKC to approve the new addendum.

It was moved by Boots and seconded by Roger to approve the contract addendum for MKC (14-10-04). Motion passed.

c. Approval of revised Operations Supervisor job description (14-10-05)

Denny explained that we discovered a few tasks that needed added after conducting the annual review with our Operations Supervisor.

It was moved by Tim and seconded by Boots to approve the revised Operations Supervisor job description (14-10-05). Motion passed.

d. Approval of revised Controller job description (14-10-06)

Denny explained that Tina has taken over a great deal of Richelle's responsibilities since she left. The revisions to the job description better clarify what Tina's role will be as a result of our new job assignments and reorganization.

It was moved by Ed and seconded by Roger to approve the revised Controller job description (14-10-06). Motion passed.

e. Approval of revised HR Coordinator job description (14-10-07)

Tina will also assume this role. Only one minor revision was required, which was to take out handling customer complaints.

It was moved by Ed and seconded by Tim to approve the revised HR Coordinator job description (14-10-07). Motion passed.

f. Approval of revised Salary and Wage Policy (14-10-08)

Denny explained the Finance Committee met yesterday to discuss the Salary and Wage Policy, as well as the 2015 draft budget. The revisions to the policy clarify the Board is over DATA, rather than the commissioners. The wage scales have also been added to the policy as attachments. Ed noted that he and Roger are on board and in favor of the

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new policy and wage scales, which includes a 20% increase over a three year period, 10% in 2014, 5% in 2015, and 5% in 2016.

It was moved by Roger and seconded by Ed to approve the revised Salary and Wage Policy (14-10-08). Motion passed.

g. Approval of Preliminary Draft CY 2015 Budget (14-10-09)

Denny explained that the Finance Committee reviewed four different versions of the 2015 budget. The first one, which was discussed previously, is the one they approved. It includes the following:

- Increase wages 5%
- Sunbury fixed route running 12 hours per day, 5 days per week.
- Saturday service on 5 current fixed routes beginning in June 2015
- Accounts for 8% increase in health benefits and \$3.50/gallon for fuel

Denny noted that this budget assumes using about \$470,000 of our \$1 million from COTA on increased service, as was stated when we applied for the funds.

Roger added that we should have time to find other revenue sources before exhausting our local funds from COTA.

Ed supported the increase in wages explaining that we need to sustain our employment.

Other versions of the budget included less of an increase in wages and less or no added service.

Denny noted that DCBDD has been invoiced and will be paying us for their 2012 and 2013 grants, which total about \$90,000.

It was moved by Boots and seconded by Tim to approve the Preliminary Draft CY 2015 Budget (14-10-09). Motion passed.

8. Executive Session-For consideration of employment, evaluation, or compensation of a public employee.

It was moved at 7:30 p.m. by Roger and seconded by Tim to enter into executive session.

Roll Call vote to enter into executive session: Tim-yes, Ed-yes, Erwin-yes, Roger-yes, Boots-yes, Tom-yes.

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It was moved by Boots and seconded by Erwin to come out of executive session.

Roll Call vote to come out of executive session: Tom-yes, Boots-yes, Roger-yes, Erwin-yes, Ed-yes, Tim-yes.

9. Action Items

a. Consider employment contract with Denny Schooley (14-10-10)

It was moved by Roger and seconded by Ed to renew the employment contract with Dennis Schooley for one year with a 2.75% increase in wages (14-10-10). Erwin voted no. Motion passed.

10. Other Business—Open Comments

11. Adjourn

There being no further business to transact, the Chairman adjourned the meeting.